

Crafton Hills College

Date: October 16th, 2013

Time: 3:00 – 4:45 p.m.

Location: LRC 226

Academic Senate Agenda & Minutes

The primary function of the Academic Senate is to make recommendations with respect to academic and professional matters. Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Consult Collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- Rely primarily upon the advice and judgment of the academic senate, OR

The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

<p>Members – Roll Call by Sign in <u>Career Ed & Human Dvlpmnt</u> TL Brink Jim Holbrook JoAnn Jones Meridyth McLaren</p> <p><u>Senators at Large</u> Rey Bell Patricia Menchaca</p>	<p><u>Math, Eng & Instr. Suprt</u> Kathleen Gibson Catherine Hendrickson Dean Papas/Gwen DiP Scott Rippy Sherri Wilson Gary Williams</p>	<p><u>Arts and Sciences</u> Brianna Andrews Denise Allen-Hoyt Robert Brown Richard Hughes Jessica McCambly Mark McConnell Julie McKee Bob O'Toole Snezana Petrovic Diane Purvis (PT rep)</p>	<p><u>Student Services</u> Debbie Bogh Damaris Matthews Mariana Moreno Kim McCormick</p>
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Guests: Cameron Lyons, Cheryl Marshall, Bryan Reece

	DISCUSSION / ACTION	FURTHER ACTION
Call Meeting To Order	The meeting was called to order at 3:02 pm	
Administrative Report (20 min)	President Cheryl Marshall reported. <ol style="list-style-type: none"> A. Still working with the district on budget for the year. Not seeing the prop 30 growth money. District said there is money to give to us as one time money if needed – up to \$480,000. B. Outside auditing agency has been hired to come in and investigate budget – District, Valley and Crafton. Open meeting on Nov. 4th – district office to discuss this process. Will be an opportunity for campus and district budget committee to meet as well as C. AB 955 – Chancellor is saying we will not be implementing/participating. D. Staffing changes – Cheryl's new admin secretary – Cindy St. Jean- Kelly Bingam will be admin for instruction. Mary Bender will come to be June's admin secretary. Nicole will go to Karen Childers. Please give the subs in these positions your thanks. E. Thanks for the inauguration. Question: Has a decision been made about the Innovations	

	grants? Committee meets at the end of October.	
Treasurer's Report (1 st mtg) (2 min) McKee		
CTA Report (2 nd mtg) (5 min) McLaren	Luncheon was today. Ed Gomez presented information about legislation in the works that may impact our retirement benefits. Encouraged Crafton faculty to become more involved with CTA either through exec or negotiations teams.	
Classified Senate Report (1 st mtg) (3 min)	None	
Student Senate Report (1 st mtg) (3 min)	Cameron Lyons reported. <ol style="list-style-type: none"> 1. Club Rush went well. 2. Day of the dead coming up. 3. Friends of crafton luncheon went well. 4. Still working on a market night. 5. Working on descriptions of each club- including mission statements. 6. Would like an AS rep to come to their meetings – Fridays at 11 – LRC 226. 	
AS President's Report (10 min) Allen <ol style="list-style-type: none"> A. New Senators at Large B. Request for a Classified Senate Rep C. Wait Lists (implementation update) 	<ol style="list-style-type: none"> A. Brad Franklin resigned from Senate – Rey Bell has expressed his desire to serve. Patricia Menchaca has also accepted as a Senator at large. Appointments of both Ray Bell and Patricia Menchaca to the AS made by AS Exec on Oct. 9th. B. Request from Classified senate to have an AS rep as a standing member. Meetings are the first Friday @ 1:00. Robert Brown volunteered. Motion: to elect Robert Brown (Brown, DiPonio, MSC) C. Moving forward. Meeting on Monday to discuss further D. Document checking software is being looked at/evaluated by a small group of faculty. Looking to see if we can have more faculty participate. E. Met with Karen on grant approval process. Exec had looked at the process and made suggestions. F. ILO meeting in 2 weeks. Working on creating a chart to present to AS. G. 3 Peaks challenge this Saturday. 	
Consent Agenda <ol style="list-style-type: none"> A. Courses in Curricunet 	Any items to be pulled? Yes. Dance courses – entered into the system by someone other than a person in the area. If changes need to be made the author can now not do it because of our bylaws change. Those courses need to be given to someone who can now enter the information. Dance ones have been change.	Check with Kim about this.
Approval of Minutes 10/2/2013 (3 min) Allen	Will postpone until the next meeting.	
AS Committee Reports 1st meeting of the month: <ol style="list-style-type: none"> A. District Assembly (Jim) B. Chairs (Julie) C. Honors Steering (Debi) 2 nd meeting of the month: <ol style="list-style-type: none"> A. Curriculum (Mark M) B. Educational Policy (Rich H) C. Educational Technology (Meridyth) Other Committee Reports <ol style="list-style-type: none"> A. SSEEMM (1st meeting) 	<ol style="list-style-type: none"> A. New classes in environmental science, geology and geography – Phys Ed is changing to Kinesiology – now the department of Health and Kinesiology. Answer to question about whether an originator can be changed after launch – yes! B. Will look at the grant process. Still addressing issue with caps. Biggest factor seems to be size of the room. Will come back on Nov agenda. Almost ready with the graduation attendance issue. C. Nothing new since last report 	

<p>Old Business</p> <p>A. Academic Senate Resolution Process</p> <p>B. Compressed Calendar</p>	<p>A. <i>Review, revise and approve the AS resolutions process.</i></p> <p>Motion: to approve for first reading (Brink, Rippy, MSF)</p> <p><i>Discussion:</i> Against 4, 5, 6 & 7– appears that the exec will be doing work. Is not their position. Add information at the beginning about what a resolution is and what it does/description. The requirements of #3 should be enough to get it on the agenda.</p> <p>B. The Chairs Committee is recommending departments explore alternative scheduling/short term course offerings within the 18 week semester lineup</p> <p>Offer more short term courses if that is appropriate for the course.</p> <p>Motion: to forward to Valley a recommendation to stay at 18 weeks (Wilson, Hughes, MSC)</p> <p><i>Discussion:</i> having too many alternative offerings may impact the regular course offerings, in terms of block and classrooms as we grow. There are contractual issues. We are currently at 177 days, can only be changed through negotiations.</p>	
<p>New Business</p> <p>(30 min) Allen</p> <p>A. Non credit classes</p> <p>B. Auditing policy</p> <p>C. Tablet Initiative (Bryan)</p> <p>D. Word Processing Device for AS Secretary</p>	<p>A. <i>Noncredit classes? Where do they fit? How can/should they be implemented to meet the needs of our community? Where do we draw the line for credit vrs noncredit?</i></p> <p>Non credit classes – differences with funding, differences in minimum quals, What is our recommendation?</p> <p>Motion: The AS directs the AS President to report to District Assembly that we are supportive of creating a structure looking at new and creative methods for addressing underprepared students’ needs through credit, non credit class structure (Brink, Jones, MSC).</p> <p><i>Discussion:</i> This should be taken on my the statewide AS. Wouldn’t this create a two tiered system? Yes at some level. Is this opening up an issue that we tried to close a few years ago? Should have some discussion about this. Need to keep an eye on the legislature as well, because this could come back to us as a mandate.</p> <p>We need to have a clear process and make sure we follow the process.</p> <p>Need to be honest with students who are not at college level. Need to tell them they are not college students or give them a pathway that will work.</p> <p>In the non credit world there is more flexibility in how you meet students’ needs.</p> <p>B. Review and forward a statement to District Assembly</p> <p>There is no AR for the board policy regarding Auditing a Course. Current the BP says no.</p> <p>Motion: To have DA look at the issue of auditing (Mcconnell, McCambly, MSC, I nay)</p> <p><i>Discussion:</i> has this been identified as an academic or professional matter? No – needs to be done before it can go to committee. There are departments where auditing is a good thing.</p> <p>C. <i>Should ETC be charged with research the use of tablets (a common technology infrastructure) as a way</i></p>	

	<p><i>to address the identified issues/challenges? And forwarding a recommendation to the Academic Senate</i></p> <p>Motion: to have ETC begin to look into this process (Hendrickson, McConnell, MSC)</p> <p><i>Discussion:</i> Throwing money at an issue rarely helps. Most professors don't have any education in teaching – having technology won't change that. May need to look at one issue first rather than try to solve all student/faculty issues with tablets. For example, focus first on rising book costs – then explore other pedagogical possibilities of the tablet.</p> <p>D. Need a laptop/tablet/device for the AS secretary to use for taking minutes.</p> <p>Motion: To approve upto \$500 for such a device (Bogh, Purvis, MSC, 1 abstention).</p> <p><i>Discussion:</i> What happened to the old one? It died.</p>	
Announcements	<p>Tomorrow Great Shake Out 10/17 at 10:17</p> <p>Art exhibit opening today.</p>	
Statements from the public	Yucaipa Art Fest Oct 25 th and 26th	
Adjourn	Meeting adjourned at 4:54 pm.	
<p>Future Business</p> <p>A. Graduation ceremony participation policy (Ed policy)</p> <p>B. Class size policy (Ed policy)</p> <p>C. Grant proposal Procss</p> <p>D. Resolutions</p> <p>E. Preview of the Electronic Ed Plan Tool</p> <p>F. CA virtual college Presentation (Trelisa)</p> <p>G. GE and ILO discussion will take place on a special meeting of the AS on Wed October 30th.</p> <p>H. Confidence/no confidence policy (with exec)</p> <p>I. Department chair Counseling and orphaned courses</p>		
<p>Mission Statement</p> <p>To advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement</p> <p>To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Institutional Values</p> <p>creativity, inclusiveness, excellence, and learning-centeredness.</p>